

Checklist for New UTM Faculty – Prior to Arrival on Campus

Residents of Ontario can skip information for Faculty from outside of Ontario and go straight to [Banking](#).

International Faculty Only	Immigration / Work Permit	
<p>All international faculty working in Canada require a Citizenship and Immigration Canada (CIC) work permit and usually must apply for a work permit prior to arriving. It is the candidate's responsibility to obtain the required valid legal documentation for Citizenship and Immigration Canada (CIC). Please work closely with the law firm of Rekai LLP, they are the University's legal counsel. The University has instructed the law firm of Rekai LLP to assist you with all aspects of both your temporary and permanent immigration law requirements. Further information on immigration and citizenship is available here.</p> <p>Depending on your country of citizenship, you may be required to obtain a Temporary Resident Visa (TRV) and your work permit before leaving your home country. For more information, and to apply online, visit here.</p>		
International Faculty Only	Applying for a Social Insurance Number (SIN)	
<p>It is mandatory that you apply for a Social Insurance Number (SIN) upon your arrival in Canada. Without this, we will not be able to process your salary and benefits. The SIN is a nine-digit number used in the administration of various Canadian Government programs. You will require a SIN to work in Canada and/or to receive government benefits. For additional information and an application form, see here.</p> <p>Upon your arrival from another country, you should immediately apply for your Social Insurance Number at any Service Canada Office.</p> <p>You must bring the following with you to Service Canada:</p> <ol style="list-style-type: none">1) your passport,2) your work permit, <i>and</i>3) your letter of offer <p>Once you receive proof of your SIN, you must submit the information to your Department and or to the UTM Human Resource Office.</p>		
Non-Ontario Faculty Only	Applying for Ontario Health Insurance Plan (OHIP)	
<p>The Provincial Ontario Health Insurance Plan (OHIP) provides for treatment and care in Ontario hospitals, standard ward accommodation, and doctor visits. An Ontario health premium cost is part of the calculation of your income tax withheld in each monthly pay.</p> <p>On your arrival from another country or province, you must immediately apply for OHIP at the nearest office. There will be a 3 month waiting period from the date of your work permit (non-resident) or from the date you applied for OHIP.</p>		

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You will need to purchase the University Health Insurance Program to cover you and your family during the 3 month waiting period (see below).

- For detailed information about OHIP eligibility, including the enrollment of family members, telephone the Ministry Info line at: 416-314-5518, or visit www.health.gov.on.ca.
- On your arrival at the OHIP office, you will need to provide one document from each of the following lists:
 - 1. Examples of Proof of Citizenship/Eligible Status:**
 - Documentation (e.g. your Postdoc letter of appointment) confirming employment status in Ontario
 - Work Permit
 - Birth certificate from a Canadian province, OR
 - Valid Canadian passport
 - 2. Examples of Proof of Residency:**
 - Lease agreement, OR utility bill, OR housing insurance policy
 - Ontario driver's license, OR
 - Monthly mailed bank account statements
 - 3. Examples of Support of Identity:**
 - Passport, OR
 - Certificate of Canadian citizenship, OR
 - Credit card

Non-Ontario
Faculty Only

Applying for University Health Insurance Plan (UHIP)

The University Health Insurance Plan (UHIP) is a mandatory health insurance plan for all international non-residents studying or working at one of the participating universities in Ontario. UHIP provides members and their eligible dependents basic medical coverage similar to what Ontario permanent residents receive under the Ontario Health Insurance Plan (OHIP).

As a non-permanent resident working at a participating Ontario university, UHIP is mandatory as it protects you and your dependents against significant medical expenses in case of illness or injury.

While you serve the 3 month waiting period for OHIP, it is **mandatory** that you apply for UHIP. This is a program comparable to OHIP for you and your dependents. For complete details of this health plan, please refer to the website at: www.uhip.ca.

The cost for UHIP can be found here: http://www.uhip.ca/uploads/en_PremiumTable.htm. Fees are payable to the University by a money order or certified cheque.

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Banking

The University of Toronto Mississauga will only provide compensation via direct deposit to a Canadian bank account. In order to open an account, you will need to bring **at least two (2)** pieces of identification:

- Passport
- Work permit
- Letter of Offer
- Proof of Residency
- An identification card showing your signature

Once you have opened up a bank account you **must** provide your banking information to the UTM Human Resources Office (see more in [Getting Paid](#) below).

Getting Paid

Contact the [UTM Human Resources Office](#) to arrange a meeting for the following:

- In order to receive your monthly salary, you should provide a copy of your Work Permit (if applicable) to the UTM Human Resources Office upon your arrival on campus.
- Under Revenue Canada regulations, you are required to provide to provide a Social Insurance Number (SIN). See [Applying for a SIN](#) above if you need information regarding the application for a Social Insurance Number.
- For direct deposit, you must open an account at one of the local banks and ask the bank to provide you with a VOID CHEQUE that will display your account information. See [Banking](#) above for more information.
 - Your salary will be deposited to your bank account on the 28th of each month, or the Friday if the the 28th is on a weekend.
- The UTM HR Office will provide you with the “Personal Tax Credits Return forms – Federal and Provincial” which you must complete and return back to the HR Office.
 - For additional information, please refer to the [Canada Revenue Agency](#) website.

Housing

Looking for accommodation? Learn about housing options and resources including Faculty Housing, purchasing or renting a home, the Faculty Housing Loan Program. Further information can be found via [the Faculty Relocation Service Office](#).

Information regarding temporary housing is available [here](#).

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Childcare

Child care should be arranged in advance of your arrival, and as soon as you accept your position. For information on child care options, please contact the [University of Toronto's Family Care Office](mailto:family.care@utoronto.ca) at: family.care@utoronto.ca.

Parking, Transportation, & Finding Your Way around Campus

Visit [UTM's Parking and Transportation Services](#) website for parking and transit options, including the [EcoPark Rebate Program](#).

There are several transportation services that run between the cities of Mississauga and Toronto. For more information on popular transportation modes used in the GTA, please visit the following sites:

- [MiWay](#): Mississauga transit
 - [MiWay Trip Planner](#)
 - The UTM/MiWay U-Pass is **not** available to faculty/staff. This pass is reserved solely for students, all of whom pay for these non-optional programs in their annual Student Services fees.
- [GO Transit](#): regional bus and train transit system
- [TTC](#): City of Toronto transit system
 - [TTC Trip Planner](#)

Familiarize yourself with the UTM campus by joining one of our regularly scheduled [Campus Tours](#), and bookmark the [UTM campus map](#).

Faculty Relocation Office

The [Faculty Relocation Service Office](#) offers information and advice to prospective and recently appointed faculty and their partners. Confidential consultations and general information and orientation to the University and the Greater Toronto Area (GTA) will give prospective candidates a chance to discuss housing, health care, moving, banking and other information not mentioned in this document.

Schedule your First Day

Contact your Chair and schedule a meeting once you arrive, this will ensure that someone will be available to meet with you at your lab/office and to welcome and orientate you to the campus and the department, as well as to discuss any other items.

Other Topics for Discussion with your Chair or Department Assistant

- Obtaining your UTORid and T-Card
- Setting up your UTmail+ email address
- Office/Work space
- Lab space
- Lab equipment
- Computer equipment